

## You've got your iGrants account, now what?

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### How to find the Farm to School Grant package in iGrants

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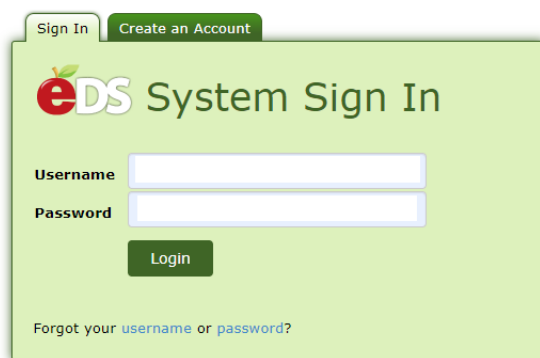
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#### 1. Go to iGrants

<https://eds.ospi.k12.wa.us/Login.aspx>

#### 2. Log Into Your Account

From the EDS Login screen, type your username (email address) and password, then click Login.



#### 3. Search Form Package

To quickly pull up the Farm to School grant, enter either of the following identifiers into the applicable field of the “Form Package Selector” search tool:

- Form package ID: 189
- Form Package Name: Farm to School Grant Program

WASHINGTON STATE  
**OSPI** Office of Superintendent  
of Public Instruction

**iGrants**

Fiscal Period: 21-22 ▼

**Form Package Selector**

Form Package ID: 189

Organization Name:

Form Package Name: Farm to School Grant Program

Form Package: All ▼

Enter either identifier into the applicable field

Select a Form Package

Report Tool

Group Email

c. Click the “search” button

WASHINGTON STATE  
**OSPI** Office of Superintendent  
of Public Instruction

**iGrants**

Fiscal Period: 21-22 ▼

**Form Package Selector**

Form Package ID: 189

Organization Name:

Form Package Name:

Form Package: All ▼

Search

Select a Form Package

Report Tool

Group Email

#### 4. Open Form Package

Select the link that appears below the search tool window:

WASHINGTON STATE  
**OSPI** Office of Superintendent  
of Public Instruction

**iGrants**

Fiscal Period: 21-22 ▼

Use Search Criteria or Press Name of Form Package Below

**Form Package Selector**

Form Package ID: 189

Form Package Name:

Funding Group Type: All ▼

Funding Type: All ▼

Milestone: All ▼

☐ Include Hidden

Search Show All

ID	Name	Form Pkg Available Date	Form Pkg Due Date	Current Form Pkg Status/Date	Modified	Modified (OSPI)	Change Requests (Narrative/Data) /Revisions	Budget Amount
189	Farm to School Grant Program		12/1/2021 4:00:00 PM	Draft	Mercedes Eckroth 10/25/2021			

Required Pages

District

Consortium

All Budgets

Report Tool

## 5. Complete Form Package

You've opened the grant!

- a. Navigation buttons at the top can be used to move through the application pages and sections

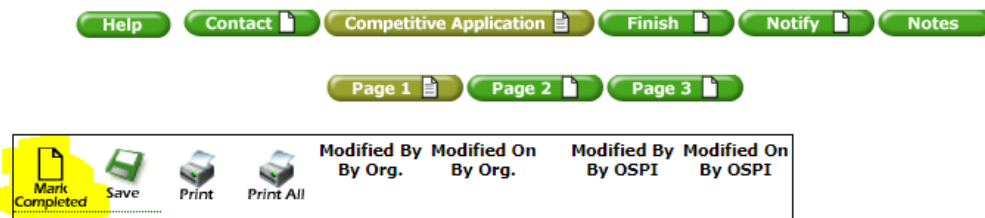


- b. Options to Save, Print, and Mark the application complete are available below the navigation bar and at the bottom of each page



## 6. Submit Form Package – FINAL STEP

- a. Be sure to use the “Mark Completed” button on each page of the application.



- b. Finish tab

- i. When you have marked all application pages completed, click on the “Finish” tab. Clicking this tab will change the application package status to “Finished” (but not yet submitted!). You can now move on to the Notify tab or set the application back to draft.



- c. Notify tab

- i. Clicking the “Notify” tab brings up an email draft.
  1. **For districts or ESDs:** This email will notify your organization’s designated iGrants Administrator and change the application status to “Under Org Review.” The designated iGrants Administrator must then submit the application to OSPI

through their “iGrants Administrator Console” which will change the application status to “Requested OSPI Approval”

2. **For childcare and other organizations:** sending the email from the “Notify” tab will directly notify the grant program contacts of your submission.

## 7. Congratulate Yourself

You’ve applied to the WA Farm to School local purchasing grant!

Questions? Contact Kendra Vandree, OSPI’s Farm to Child Nutrition Programs Specialist, at [Kendra.vandree@k12.wa.us](mailto:Kendra.vandree@k12.wa.us) or Annette Slonim, WSDA Farm to School Purchasing Grant Specialist at [farmtoschool@agr.wa.gov](mailto:farmtoschool@agr.wa.gov) or 206-714-2757.